

1. Requesting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION

2. Division or Bureau of Requesting Agency
OFFICE OF PERSONNEL

3. Authorization Requested (Check only one of the squares below).

- | | | |
|--|---|---|
| <p>A
<input type="checkbox"/> Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.</p> | <p>B
<input type="checkbox"/> Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.</p> | <p>C
<input checked="" type="checkbox"/> Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.</p> |
|--|---|---|

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, purpose, size of documents, inclusive dates, quantity (cubic or linear feet), and show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1.	<p>INDIVIDUAL RECORD OF YEARLY EARNINGS This form, A 612 (10" x 10"), indicates the weekly, monthly, and annual earnings and all deductions. The form is ruled for one year's entries, a new card being prepared each year. The cards are filed alphabetically and occupy 10 drawers (15 cubic feet) for the year 1943 to 1953. Cards for the years 1949 thru 1952 have been microfilmed and the originals returned to the file. RECOMMENDATION: Microfilm annually after audit and destroy the cards. Microfilm copies to be retained permanently.</p>	<p><i>Approved</i> <i>Hall of Records</i> <i>Commission</i> See Extension Sheet</p>
2.	<p>PERSONNEL RECORD This form, E-406 (8 1/2" x 11"), is a service record, or history card of the individual employee. The form was first used in 1943, basic information relating to an employee prior to that time has been posted to the Record. The average number of employees is 1,300 although the number increases each year. The turn-over in personnel, particularly in the Refuse Collection Department is quite high. The high turnover in personnel is necessarily reflected in the rate of accumulation of Personnel Record forms. This form is a part of the personnel folder. RECOMMENDATION: Retain for five years after separation of employee and then microfilm; retain microfilm permanently and destroy original.</p>	<p><i>Approved</i> <i>Hall of Records</i> <i>Commission</i> See Extension Sheet</p>
3.	<p>LOYALTY OATH Certification of Employee or Member of Commission Pursuant</p>	<p><i>Approved</i> <i>Hall of Records</i> <i>Commission</i></p>

7. Agency, Division or Bureau Representative

Paul A. Miller Supervisor of Record Survey
Signature Title Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

12/10/53
Date

Morris S. O'Neil
Signature

DEC 14 1953
Date

J. Meluskey
Signature

4. Item No.	5. Description of Records	6. Recommendation of Hall of Records and Board of Public Works.
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to the Provisions of Subversive Activities Act of 1949, form A-920 (8 1/2" x 11"). This form must be retained permanently. It is retained in the employee's Personnel Folder. Loyalty Oaths are filed in the Personnel Folder, they occupy an estimated 1 1/2 cubic feet.
RECOMMENDATION: Microfilm with the Personnel Record five years after the employee separates from the Commission's employment. The original of the Loyalty Oath and the microfilm to be retained permanently.

See Extension Sheet

APPROVED
Date DEC 13 1953

[Signature]
Secretary

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WASHINGTON SUBURBAN SANITARY COM.

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OFFICE OF PERSONNEL

3
Item
No.

4. Description of Records

1, 2 & 3

The recommendation that these three items - Record of Yearly Earnings, Personnel Record and Loyalty Oath - be microfilmed is based on a recent survey of the files regarding their use, space requirements, statutory requirements and operating needs. The fact that microfilming had already been accomplished for the for the Record of Yearly Earnings cards for the period 1949 through 1952 was not a determining factor in making this recommendation, but rather consideration was given to such procedure based on the actual need.

APPROVED BY
BOARD OF PUBLIC WORKS
Date DEC 14 1953

J. McLean
.....
Secretary